



## Arizona State Library, Archives and Public Records

### General Records Retention Schedule for All Public Bodies Purchasing/Procurement Records

**Schedule Number:**

**000-11-54**

#### **Authorization and Approval**

Pursuant to ARS §41-151.12, the retention periods listed herein are both the minimum and maximum time records may be kept. Keeping records for a time period other than their approved retention period is illegal. However, records required for ongoing or foreseeable official proceedings such as audits, lawsuits or investigations, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule. If it is believed that special circumstances warrant that records should be kept longer or shorter times than the time period listed in this schedule or that any of these records may be appropriate for transfer to the State Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Arizona State Library, Archives and Public Records has the authority to extend records retention periods. **Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.**

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GladysAnn Wells, Director  
Arizona State Library, Archives and Public Records

Date Approved: 8/30/11

**Records Retention Schedule for  
All Public Bodies  
Purchasing/Procurement Records**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
1.	Contract and Lease Records (including Requests for Quotes (RFQ)/ Requests for Purchase (RFP)/ Requests for Information (RFI), recap sheets, scores, awards, bonds, certificates of insurance, W-9 forms, and other related records)	6	After fiscal year contract fulfilled, canceled or revoked
2.	Unsuccessful Bids (if filed separately from contract records)	3	After fiscal year received but no more than 6 years after fiscal year contract fulfilled, canceled or revoked
3.	Late Received Bids (including modifications, withdrawals and other related records)	1 month	After vendor notified (Bids may be returned to vendor in lieu of destruction)
4.	Canceled Solicitation Records	1	After fiscal year canceled but not more than 5 years after fiscal year canceled
5.	Vendor Lists (including active, potential or registered vendors)	-	After superseded or obsolete
6.	Purchase Order Records (if issued under contract)	6	After fiscal year created or received
7.	Protest Records (if filed separately from contract records)	5	After fiscal year resolved
8.	Credit Memos	5	After fiscal year created or received
9.	Oral and Written Quotations (for purchases for which a contract is not required)	5	After fiscal year created or received

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10.	Vendor Records (records about vendors and suppliers providing goods and services to the agency including name and address of vendor or company, description of goods and services provided, catalogs, promotional and advertising materials, product specification sheets, copies of price quotations, and other related records)	5	After fiscal year superseded or obsolete

**Supersedes schedule dated May 16, 2011**